

***Kentucky
Department for
Libraries and
Archives***

**Annual Report
2001 – 2002**

Serving Kentucky's Need to Know

(Note Education Pays Logo)

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Kentucky Department for Libraries and Archives

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2001 – 2002**

(Note EAH Cabinet Logo)

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Paul E. Patton
Governor

Marlene M. Helm, Secretary
Education, Arts & Humanities Cabinet

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State Librarian & Commissioner

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contents

From the Cabinet Secretary

From the Commissioner

Customer Service

Summer Reading Program ♦ Early Childhood Development ♦ Donation of 1930 Census from Kentucky Genealogical Society ♦ Partnership with Friends of Kentucky Public Archives ♦ Partnership with Friends/UK for Internships ♦ State Library Forms Partnerships ♦ Talking Book Library ♦ Archives Center Accessioning Records ♦ Library Card Sign-up Drives ♦ Archives Research Room Hours Adjusted ♦ Regional Library Consultants ♦ Public Library Standards ♦ Public Librarian Certification ♦ KDLA Publications ♦ Continuing Education ♦ State Records Center Expands ♦ KLIC Services Move to Frankfort ♦ State Archives and Records Commission ♦ Advisory Committee on University Records ♦ Film/Video Catalog ♦ Statistical Report ♦ Library Directory Updated ♦ Strategic Planning Process Continues ♦ KDLA Begins New Public Awareness Initiatives ♦ Focus Groups ♦ KDLA Earns Awards ♦ Fast Facts

Innovation and Technology

Expanded Website ♦ State Library Services Adds to Website ♦ KDLA Catalog Created ♦ Find-It! Kentucky ♦ Support for KYVL ♦ Satellite/Internet Innovations ♦ Technology Training for Public Libraries ♦ E-Rate Guidance ♦ Tax Rate Calculations ♦ DMDS Planning ♦ Electronic Records Working Group Formed ♦ State Government Privacy Committee ♦ SHRAB Strategic Plan ♦ Appraising Electronic Records Systems ♦ E-newsletter Created for State Agency Libraries ♦ Library Discussions Via Email ♦ Fast Facts

Financial Support/Grants

LSTA in Kentucky ♦ Local Records Grants ♦ Public Library Facilities Construction Fund ♦ State Aid ♦ Bookmobile/Outreach Program ♦ Institutional Subgrants ♦ LSTA – Federal Funding ♦ KDLA Budget Summary

About Us

The Department for Libraries & Archives

Kentucky is in the midst of a vast information, education, and communications revolution which is reshaping modern society. In response to this challenge, the Kentucky Department for Libraries and Archives fulfills its mission of “Serving Kentucky’s Need to Know.” To help the state maintain its competitive edge in the Information Age, the Department offers comprehensive services which assure citizens access to a broad range of information and educational resources.

As one of 10 state agencies in the country to combine library, archival, and public records programs, the Department is uniquely positioned to meet the challenges of the Information Age. Its programs are structured to link the enduring resources of its archival collections with the contemporary information resources of government and libraries. From this comprehensive perspective, the Department is helping preserve the Commonwealth’s rich legacy as it contributes to building a stronger future for Kentucky.

The Kentucky Department for Libraries and Archives serves Kentucky's need to know by assuring equitable access to high quality library and information resources and services and by helping public agencies ensure that adequate documentation of government programs is created, efficiently maintained, and made readily accessible.

FROM THE CABINET SECRETARY

During the last year, KDLA held a series of forums for community leaders in Paducah, Bowling Green, Somerset, Georgetown, and Pikeville.

One of the most significant things to emerge from these discussions was that these leaders believed Kentucky's public libraries and archives to be the critical elements of their communities.

Over 46% of the state's population are registered borrowers at our public libraries, and over 750,000 people attended children's library programs and 2.1 million requests for reference assistance were fulfilled. Libraries are an anchor in the community, serving community groups: over 8,400 different groups used library meeting-room facilities for activities last year. Technology is at the forefront, too, with 116 public library systems in the Commonwealth providing free Internet access for patrons.

Libraries are vital to the health and vibrancy of Kentucky communities. Libraries and archives provide Kentuckians with opportunities to explore history and enrich the future as they follow a path of lifelong learning and an enriched quality of life.

I congratulate the Kentucky Department for Libraries and Archives, one of the many agencies in our Education, Arts & Humanities Cabinet, for its work this past year, in helping to serve Kentucky's community of libraries. This report is testimony to the many initiatives and cooperative ventures, among our own Cabinet agencies and beyond, that we pursue each day -- in the quest for a better Commonwealth.

Marlene M. Helm, Secretary
Education, Arts & Humanities Cabinet

FROM THE COMMISSIONER

The year covered by this Annual Report was one of the most challenging we have ever faced as an agency and as a state. Nearly every state in the country experienced severe declines in revenue with an accompanying increase in costs, and Kentucky was no exception. Because KDLA has had a very small operating budget, our agency had to dip into some of our grant programs, to meet the required reductions. This resulted in a complete elimination of book grants to public libraries and bookmobile matching grants, a reduced amount for grants to local government records projects, and many unfilled staff positions. Only State Aid for public libraries, our support of the Kentucky Virtual Library (KYVL) database procurement, and our construction program were not touched. Even though State Aid was not cut, money was only available to fund it at the 1990 census level, rather than the 2000 census level, that would have required an extra \$250,000.

Despite these budget cuts, however, many benchmark activities did take place in 2001. We revised regulations governing the certification of public librarians and published a new certification manual. We worked with the Kentucky Library Association (KLA) to create Kentucky's first standards for public library service. These standards represent a voluntary set of measures which give local libraries specific targets for improving their performance. We also created new regulations for public library construction, the Public Library Facilities Construction Fund, and began twelve projects under this new program. We also merged our library and archives catalogs and introduced "Find-It! Kentucky," an innovative electronic government information locator for our state.

There were many programmatic successes, as you will see in this report. We sponsored one of the most successful summer reading programs ever in our state, as well as beginning our efforts to impact early childhood development. Perhaps the most ambitious undertaking begun during this year was the Document Management Digitization System, DMDS. We also tackled the many complex policy issues in government's transition from paper to electronic records by forming an Electronic Records Working Group.

As KDLA looks to the future, there are two critical needs pressing our state: constructing an archives facility expansion at our Coffee Tree Road site, and funding the Public Library Services Improvement and Equalization Fund. The first, our need for more space to house the state's permanent records, was underscored by the consultant's report leading to DMDS. Even with the progress we're making in moving to an electronic environment, we have over twenty years of paper records waiting for transfer to archival storage. Also, with the ever-growing demands to improve lifelong learning and our quality of life, local public libraries need assistance, just like local public schools, to equalize and improve their services.

All in all, 2001–2002 was a difficult and challenging year. We believe when you read this report you will agree that KDLA did a lot with what we had, because of KDLA's professional and committed workforce. We have a great deal to do as a state and as an agency in the coming year, but our people are up to the task ahead as we continue to strive to address "Kentucky's Need to Know"!

James A. Nelson
State Librarian and Commissioner

CUSTOMER SERVICE

Summer Reading Program

Reading is crucial to learning, and children who read over summer vacation are more likely to maintain or improve their reading skills. This year's theme for summer reading programs was "Celebrate Books!" Public libraries highlighted the best in juvenile and young adult literature by offering activities, prizes, and parties. More than 90,000 readers took part in the fun. Comments from librarians show the effect this program has on participants:

"Some of these children had never been to the library. It was good to see faces light up as they checked out a book. I believe this will help them want to read."

"I saw a few children that had never been inside our library before. They were blown away that they could take books and movies home for free anytime they wanted."

"One of the girls (her first time coming to the library) read the most books at the summer reading program."

"One mother told me her son hated to read. After explaining that he could select whatever he wanted to read...he agreed to participate. Every week he came back to get more books. His mother is so pleased. He is reading again, and enjoying it. He even reads to his younger sister."

The State Library's audiovisual staff prepared a mediaography of films and videos in the library's collection on the summer reading program theme "Celebrate Books!" The mediaography was distributed statewide to children's librarians to assist them with summer reading programming.

Early Childhood Development

In its second year, the "Books Build Brighter Babies" project continues to aid public librarians in their work with infants and toddlers, their families and caregivers. KDLA provides training for librarians and promotional posters for them to distribute widely. These are supplemented by web pages of bibliographies, graphics, and other materials.

With the Cooperative Extension Service of the University of Kentucky College of Agriculture, KDLA co-sponsored a demonstration project called "Keys to Great Parenting." Using the Extension Service's new publications of the same name, the project supported partnerships of public librarians and Family and Consumer Sciences Agents in twelve counties. Responding to local needs and using local resources, the partners developed various types of "new parent" classes and educational events. KDLA provided "Keys to Great Parenting" publications to support these activities. The publications will be offered to all public libraries in the coming year, and additional partnerships with Extension Agents will be promoted.

Donation of 1930 Census from Kentucky Genealogical Society

The Kentucky Genealogical Society presented the Friends of Kentucky Public Archives and KDLA with a generous donation which was used to purchase the recently released 1930 Kentucky federal census records, as well as city directories for Ashland, Covington,

Frankfort, Hopkinsville, Lexington, Louisville, Owensboro, and Paducah. Since the bulk of the 1930 Kentucky Census is unindexed, the city directories will help researchers find specific locations (in some instances street addresses and house numbers) for persons living in these Kentucky cities in the year 1930.

Partnership with Friends of Kentucky Public Archives

The Friends of Kentucky Public Archives, Inc. and KDLA hosted the seventeenth annual Kentucky Archives Institute in July, 2001. The Institute offered basic instruction on using Kentucky public records for genealogical research, and continues to be one of the most popular programs offered jointly by the Friends and KDLA.

The thirteenth annual Public Archives Symposium was held in November, 2001. The Symposium, sponsored by the Friends of Kentucky Public Archives in cooperation with the Kentucky Department for Libraries and Archives, featured Dr. Edward Steers, Jr., with commentary by Dr. Thomas D. Clark. Dr. Steers discussed his recently published study, *Blood on the Moon: The Assassination of Abraham Lincoln*.

KDLA and the Friends also collaborated on writing and issuing a quarterly newsletter, *For the Record*, to share information about the State Archives and the Friends of Kentucky Public Archives with nearly 1,000 readers.

Partnership with Friends/UK for Internships

KDLA, the Friends of Kentucky Public Archives, and the University of Kentucky School for Library and Information Science continue to partner by providing internships for graduate students interested in working in the archival profession. The Friends sponsor the Thomas D. Clark Internships in Archival Administration, allowing one or two graduate students per academic year to work as interns in the State Archives. Most of the graduate students come from UK's School for Library and Information Science, and gain experience in a wide range of archival functions, including arrangement and description, cataloging, and reference.

State Library Forms Partnerships

The State Library continued its partnerships with the Governmental Services Center and the Kentucky Employee Assistance Program to provide supplementary information resources for the agencies' clients on the library's website. New partnerships have also been created with

- the Kentucky State Police Employee Assistance Program
- the Personnel Cabinet's Kentucky Employee Mediation Program
- the Transportation Cabinet's Employee Development Branch
- and the Governor's Office for Technology, Information Technology Training Division.

The Library staff created bibliographies of materials that are available in the collection or through its interlibrary loan department. All bibliographies are available through the KDLA website. These partnerships have resulted in an expansion of the State Library's

collection, especially in the areas of recorded books on cassette and CD, as well as supplementary book and multimedia resources in the areas of management, computers, and personal and mental health topics.

Talking Book Library

The Kentucky Talking Book Library provides reading materials in Braille and on cassette tape for those who are unable to read traditional print materials due to a visual or physical handicap. Reading matter and playback equipment are sent and returned by mail, free of charge. Librarians try to establish a personal relationship with each patron and will even select books for them.

Statewide, there are 4,815 Talking Book patrons. They range from school children with reading assignments, to active adults who read for pleasure or instruction, to the bedridden who listen to books around the clock. From age 2 to 106, they are avid readers who have read 215,980 books this year (averaging nearly forty-five books apiece).

“I really enjoy my talking books and the courtesy the librarians have shown me. Talking Books have added greatly to my ability to enjoy life and I shall continue to listen to them for what I hope will be a long time to come.”

“Thank you for your personal touch and excellent choice of books. Most of (my husband’s) hours are spent with his Talking Books. And we have learned to listen together... and so I, too, am happier.”

“I would like you to know how much Talking Books have meant to my mother these last few years. You do a great service to those who can no longer read but still have the desire to keep up with what is going on in the world.”

“Thank you so much for the tapes—they are my life.”

Archives Center Accessioning Records

The State Archives Center continues to accession records of archival value. The Archives Center is near capacity, storing 90,613 cubic feet of permanent Kentucky government records. The State Archives Center was only able to accession 2,527 cubic feet this fiscal year, because of lack of space. Many more records are in state agencies, waiting to be accessioned.

Library Card Sign-up Drives

In its dedication to meet the information needs of all state employees, State Library staff visited five state office building locations in Frankfort during National Library Week (April 15 - 19, 2002). Information concerning the State Library’s collections and services was offered to interested state employees. A total of 621 new state employee library card applications were processed as a result. Visits to other state office building locations in September, 2002 during National Library Card Sign-up Month resulted in another 432 new state employee patrons.

Archives Research Room Hours Adjusted

The Archives Research Room’s hours changed beginning in November, 2001. The Research Room is now open Monday - Friday, 8:00 – 4:00, and closed on Saturday.

KDLA tried the new hours on an experimental basis for three months, and then decided to retain the revised hours indefinitely, because of budget pressures and compensatory time restrictions. One of the benefits of the revised hours is the availability of original records five days per week instead of four. The new hours do, however, cause a hardship for researchers who were able to visit the Archives Research Room only on Saturday.

Regional Library Consultants

Kentucky's public libraries are divided into twelve regions, each administered by a KDLA regional librarian. Each regional librarian acts as a liaison between public libraries and their local government officials and library boards, as well as KDLA. They consult on matters such as personnel, budget, public relations, planning, and legislation. They also plan and coordinate meetings and provide orientation and training for library directors, staff and trustees. KDLA Regional Library Consultants made 1,192 site visits, conducted eighty-four new trustee orientations, organized thirty-nine meetings of library cooperatives, made 67,813 contacts, held ninety-nine construction meetings, facilitated forty long-range planning meetings, and hosted eighty-four special service group meetings.

Public Library Standards

Planning is the keystone for a dynamic, evolving organization. In order to help Kentucky libraries form plans to define goals and evaluate progress, KDLA and the Kentucky Library Association introduced the first edition of *Kentucky Public Library Standards* after two years of development.

KDLA began by identifying twenty-three characteristics of a fully developed public library and reviewing standards from thirty-three other states. Committees composed of library directors and staff, trustees, State Advisory Council members, and KDLA library consultants created standards in these categories: Governance/Administration, Personnel, Access, Collections, Services and Cooperation, Facilities, Technology, and Marketing/Public Relations.

These standards were then printed and distributed to libraries to provide a guide for excellence and to define the kind of public library service that should be available to all Kentuckians. Stressing ongoing planning and evaluation, standards are a valuable tool for assessing local needs, developing goals, evaluating effectiveness, focusing resources, and planning for improved library services.

Public Librarian Certification

State law requires that public libraries in Kentucky be administered and staffed by certified personnel. Library staff must increase their skills and knowledge through continuing education in order to earn their five-year certificate. KDLA administers the process by providing a certification manual, applications, a continuing education consultant, regional library consultants, and local and statewide training. This year KDLA awarded or renewed 277 public librarian certificates. There are now more than 810 certified public library staff and directors in Kentucky.

KDLA Publications

KDLA regional library consultants produce several publications designed to help Kentucky's public libraries better serve their communities. The *Kentucky Public Library Newsletter* is published bi-monthly and is sent to 1,400 librarians to keep them up to date on library issues throughout the state. *T3—Trustee Training Tips* is a quarterly publication issued to over 700 library trustees to aid them in library governance. *SelectionNotes* is a bi-monthly online publication designed to assist small and medium-sized libraries in their material selection process. *Technology Update* was issued four times this year to keep libraries abreast of the latest news in library technology. An *Occasional Newsletter* contains programming news, notice of upcoming events, and other information geared to 135 librarians who serve children and young adults.

Continuing Education

KDLA promotes improved job skills and knowledge by offering many continuing education opportunities to public library staff and trustees. Some of the 2001-2002 highlights are:

- Over 110 librarians attended the 2001 Kentucky Bookmobile and Outreach Services Conference. Topics included circulation, maintenance, storytelling, senior programs and services, advanced technology, and the Kentucky Talking Book Library. The highlight was a presentation about the Kentucky packhorse librarians, a precursor to the bookmobile.
"Gained much more respect for my job. Loved socializing with colleagues. Gained a better understanding and overall outlook."
- "Widening Circles: Extreme Librarians, Extraordinary Service" was a three-day conference focused on service to children and young adults. Nationally recognized speakers discussed connecting young adults and libraries, recommended titles for teens, and resources for infant programs. Roundtable discussions gave the 156 attending librarians a chance to compare programs and exchange ideas.
- KDLA helped librarians prepare for summer reading programs by conducting workshops and by providing planning and activity manuals, graphic materials, bibliographies, and other professional resources.
"Once again I thank you and applaud you for the time you devoted to Summer Reading and to emphasize how much the manual and workshops mean to someone like me, a librarian who wears many hats!!"
- Four regional Trustee Institutes gave 147 public library trustees a chance to network and compare notes with others from their area.
- In cooperation with the Kentucky Library Trustees Association (KLTA), KDLA provided grants for trustees to attend the joint Public Library Section and KLTA spring conference.
- KDLA continued its relationship with the Greater Cincinnati Library Consortium by offering a daylong session specifically planned for library support staff. Twenty-five Kentucky public library employees attended.
- Regional Library Consultants organized twelve local training opportunities that were attended by 364 public library staff, directors, and trustees. The consultants also provided tuition assistance for fifty-four librarians to receive

full or partial reimbursement for registration fees for conferences, workshops, and library science classes.

State Records Center Expands

The State Records Center's leased space recently was expanded by 5,000 square feet. Additional shelving was ordered, bringing the capacity of the two leased Records Centers to 148,146 cubic feet. There continues to be a great demand for records center services, since this provides a cost-effective storage mechanism for records still needed for administrative use by their creating agency. Records Center holdings have expanded from approximately 58,000 cubic feet in 1988 to more than 145,000 cubic feet today.

KLIC Services Move to Frankfort

Reference and consultation services previously offered by the Kentucky Library Information Center (KLIC) shifted to the Reference section of the State Library in August, 2002. Public librarians in need of help may now contact the State Library Services Reference staff in Frankfort through its online reference service, *Ask a Librarian*. *Ask a Librarian* is available on the web at www.kdla.ky.gov/statelib/asklib.htm.

State Archives and Records Commission

The State Archives and Records Commission continued to oversee records retention and disposition issues and other government records-related issues during its regular quarterly meetings. KDLA's Local Records Branch presented model schedules for the County Clerk's Offices, Local Health Departments, and Public Libraries. These schedules apply to the particular local office in all 120 counties. The schedules were approved by the commission, and are available through the KDLA website to assist in improved records management in these offices all over the state. A model schedule for Electronic and Related Records was also approved, and KDLA staff began planning implementation of this important new tool. The commission also made numerous changes to schedules in response to agency requests, including the Department of Education, the Revenue Cabinet, and the Mine Safety Review Commission.

Advisory Committee on University Records

The State Archives and Records Commission also reconstituted the Advisory Committee on University Records. This committee, which met several times during the year, is composed of Records Officers from each of the public universities. In addition to providing an important forum for communication, the committee plans to revise the model records retention and disposition schedule for Kentucky public universities.

Film/Video Catalog

The State Library's audiovisual department has prepared the 2002 Multimedia Catalog for publication and distribution to Kentucky's public libraries and government agencies. The catalog will provide information on more than 11,000 video and film titles available for check out through the D/MAX Internet booking system.

Statistical Report

Public libraries and their governing boards rely on statistical data to make decisions affecting their library. Each year KDLA collects information on finance, facilities, staff, collections, circulation, attendance, and technology from each of the 116 public library systems in Kentucky. It compiles this data, then produces and distributes the *Statistical Report of Kentucky Public Libraries*. It is also available online at www.kdla.ky.gov/libserv/stats.htm.

Library Directory Updated

The *Directory of Kentucky's Libraries and Archives* has been updated this year. This new edition lists email addresses, in addition to the street address, telephone number, and contact person for each library in the state. The directory is divided into nine sections: KDLA, Institutional Libraries, Archive Collections, Special Libraries, Academic Libraries, Public Libraries, School Library Media Directors, School Libraries, and Kentucky Virtual Library. KDLA distributed this directory to over 500 libraries throughout the state and made it available online at www.kdla.ky.gov/dir.htm.

Strategic Planning Process Continues

The staff of State Library Services continues its strategic planning process in order to better support and promote access to quality library services and information resources. Implementation teams began creating action plans for the goals in the strategic plan concerning determining the informational needs of state employees and planning for the recruitment and retaining of quality employees.

KDLA Begins New Public Awareness Initiatives

During the summer and fall of 2001, KDLA staff led five “community leader forums” around the state: in Paducah, Bowling Green, Georgetown, Somerset, and Pikeville. Over 150 Kentuckians attended these forums and responded to five core questions about the present and future of Kentucky’s public libraries:

- What is it that the public library does that is of value to the community?
- What does the library do better than anyone else in town?
- If you were to change anything about the public library, what would it be?
- What is the greatest threat to the public library – your fear about the future?
- If the public library was meeting all of your community’s needs, what would it look like in five years?

From the invaluable data collected from community leaders all over the state, KDLA, with the advice of the State Advisory Council on Libraries, has devised a “Values” statement, along with a “Case for Support” following the general categories of the “Values” statement. The “Values” set forth the basic “best things” about our libraries for the citizens of the Commonwealth; and the “Case for Support” validates the general values with hard facts that can be used in public awareness campaigns. Both of these pieces are now available for Kentucky’s library staffs and trustees to use, along with a

wonderful compilation of stories and anecdotes collected during the forums, on the subject of “what my public library means to me.”

All this material, while available to the library community for public awareness initiatives, will also form the basis of KDLA’s ideas and proposals for LSTA projects in the development of a KDLA@yourlibrary website devoted to the public awareness material for the use of our library professionals and trustees all over the state.

Focus Groups

The State Library Services staff held focus group sessions in Frankfort in April, 2002. Several state employees were invited to attend in order to discuss their information needs and preferred service delivery methods. Focus group results indicated that state employees rely heavily on electronic resources and prefer direct delivery services of library materials. Suggestions for new services, including training sessions on electronic research databases and use of listserv technology, are currently being examined for future implementation.

KDLA Earns Awards

Members of KDLA’s staff were recognized for outstanding achievement when they earned awards this year. Nelda Moore, regional consultant, was presented with the Kentucky Library Association’s Intellectual Freedom Award. This award is bestowed on a Kentucky librarian who has made a significant contribution to the preservation of intellectual freedom (the free and unimpeded access to information).

The 2001 summer reading program garnered an Earth Day 2002 Award from the Kentucky Environmental Quality Commission. “Wild About Reading” raised environmental awareness by encouraging 95,500 children to read books that emphasize plants, animals, outdoor activities, and caring for the environment.

FAST FACTS

- Kentucky has 116 public libraries, seventy-five branches and ninety-one bookmobiles with a total collection of 7,874,402 items.
- Kentucky public libraries circulated 20,807,380 items among their 1,873,130 registered patrons this year.
- The Kentucky Talking Book Library and its subregional libraries in Louisville and Covington have 4,815 patrons. This year they circulated 217,002 items: 3,096 Braille books, 211,340 cassette books, 9,840 cassette magazines and 1,544 descriptive videos.
- There was \$129,000 awarded for four new bookmobiles and four new outreach services vans this year. Nineteen counties received grants totaling \$46,319 for bookmobile repair.
- 185 public librarians attended workshops to prepare for the 2002 summer reading program, “Celebrate Books!” Their efforts attracted over 90,000 participants to the program—approximately 10,000 of them were adults.

- Scholarships were awarded for twelve librarians to attend the McConnell Children's Literature Conference in Lexington.
- 108,969 Kentuckians viewed 15,396 films and videos from the State Library's audiovisual collection.
- State Library collections include 85,049 books; 1,797 sound recordings; and 55,000 federal documents.
- The State Library's audiovisual collection includes 8,066 videos; 2,670 16 mm films; forty three DVDs; nineteen CD-ROMs; and nineteen Bi-Folkal kits.
- 122 collections of large print books (seventy books in each collection) were circulated to Kentucky public libraries.
- 1,053 state government employees applied for State Library cards through email solicitations and on-site informational visits. This is an increase of more than eighteen times the number of state employees who were library patrons in September, 2001.
- The State Records Center held 145,519 cubic feet, a 15% increase over the past two years.
- The State Records Center answered 26,363 requests for record use.
- Public Records staff made 5,863 records management assistance contacts with state and local government agencies.
- 7,766,271 documents were microfilmed.
- 491,563 documents were scanned and indexed.
- 10,543 rolls of microfilm were duplicated.
- 65,217 individual preservation actions were performed on documents treated by the Documents Preservation Lab.
- 28,264 cubic feet of records were destroyed at the end of their retention period, resulting in cost avoidance savings of \$5,087,520.
- 5,630 researchers were served in the Archives Research Room.
- 903 state publications were processed and cataloged, for a total of 17,810 items in the state publications database.
- 19,411 research requests were answered in the Archival Services Branch.
- 9,401 original records were used by researchers and staff in the Archives Research Room.
- 22,931 rolls of microfilm were used by researchers in the Archives Research Room.
- Forty-one local records grants were awarded totaling \$549,999.
- 78,768 photocopies of government records were made for customer use.
- The State Archives Center was near capacity with holdings of 90,613 cubic feet of government records.

INNOVATION AND TECHNOLOGY

Expanded Website

The Kentucky Department for Libraries and Archives is proud to offer services to customers not only on-site, but also online. During the past year, the KDLA website has averaged 5,265 hits per day, totaling close to two million hits. Visitors from across the

nation and around the world researched archival records for Kentucky historical and genealogical information using KDLA's most popular web pages, for an average of eight minutes per session.

In an effort to be an even more efficient and searchable website for state government employees, public libraries, and the public at-large, during the next year KDLA's home page will undergo an address change to <http://www.kdla.ky.gov>. This address change will instantly affiliate KDLA to Kentucky's state government network of websites.

In addition to the address change, the KDLA home page will be modified to be readily accessible to web users who are visually handicapped and/or are physically disabled. For faster and more accurate search results when attempting to find information about KDLA, advanced metadata will be added to the coding of the home page for web surfers using such search engines as Find-It! Kentucky, KYDirect, and Google. Within the KDLA website, easier access to its vast amount of information and services will also be available by the inclusion of an agency-customized search capability provided by Find-It! Kentucky.

Long-range future planning for the entire website includes compliance to the standards set by the Governor's Office of Technology, creating a common "look and feel" among all state government websites. Further, to enhance usability, steps are underway to downsize/reorganize the KDLA site and create customer-friendly navigation throughout.

State Library Services Adds to Website

The State Library enhanced its presence on the KDLA website with pages of research information about the Commonwealth of Kentucky at <http://www.kdla.ky.gov/statelib/ky.htm>. A section of links provides access to information on Kentucky personalities, state symbols, and other geographical and historical information.

KDLA Catalog Created

KDLA staff completed the merger of the Catalog of Kentucky Archival and Manuscripts Collections and the Catalog of Kentucky State Archives holdings into the State Library's online catalog. The merger added 15,572 items to the new KDLA Catalog. This included over 11,000 entries for holdings of the State Archives, and over 4,000 entries for archival and manuscript collections held in over 300 historical records repositories around the state. The merger of these records into one catalog greatly simplifies researchers' access to KDLA's information resources. Work continues on adding the Audiovisual Multimedia Catalog, federal document MARCIVE records, and cataloging records for selected nineteenth century state publications into the KDLA Catalog. New catalog features include the "Recent Additions" search screen at <http://kdla.kyvl.org/cgi-bin/newbooks.cgi>. Searching options include limits for location and time of acquisition. Results may be displayed according to call number or alphabetically by authors or titles. Additional informational help screens are also being created to help customers find needed records in the KDLA Catalog more effectively.

Find-It! Kentucky

Find-It! Kentucky, part of the Government Information Locator Service (GILS) offered by KDLA, moved from a pilot program to full production. Find-It! program staff from both Public Records and State Library Services worked with staff from the Governor's Office for Technology to create a metadata generator for the use of state government agency webmasters, to design training for webmasters in GILS and metatagging data, and to expand use of the Find-It! Kentucky search engine to many other state agencies. Find-It! Kentucky also began offering a new search service for individual agencies. Agencies may use the Find-It! software to search their individual web pages. Using this search for individual agency pages will save government agencies money, as they will not have to purchase additional searching software. This has been tested in three agencies, with success, and will now be made available to all state government agencies. For more information on how Find-It! Kentucky provides easier citizen access to Kentucky government on the web, see www.findit.ky.gov.

Support for KYVL

The Kentucky Virtual Library (KYVL) received significant assistance from KDLA in the form of staff expertise and financial support. State Library staff served on various KYVL committees examining issues related to technology, collections, document delivery, and marketing and digitizing archival and special collections material.

Satellite/Internet Innovations

Kentucky now has two counties that have Internet access on their bookmobiles: Grayson County (one of the first in the nation) and Allen County. These "cybermobiles" allow for direct connection to the Internet from virtually any bookmobile stop. It further permits the bookmobile to have real-time connectivity to the library catalog, which provides greater service to patrons.

Technology Training for Public Libraries

The State Library coordinated professional technology training for 578 library employees and administrators. Workshop topics included MS Access 2000, MS Excel 2000, MS PowerPoint 2000, MS Publisher 2000, MS Word 2000, Library Web Page Design, Basic HTML 4, Intermediate HTML 4, Advanced HTML 4, Basic Networking, Advanced Networking, and the Network Administrator Boot Camp II.

E-Rate Guidance

The Educational Rate (E-Rate) is a federal program that provides reduced-cost telecommunications and Internet services to libraries and schools. The discount received is based upon poverty levels in the library service area, up to 90%. KDLA furnished E-rate guidance to sixty-seven Kentucky libraries by providing both one-on-one assistance and sessions at regional meetings to discuss revisions and alterations in the program. KDLA also assisted several libraries in successful appeals for denied applications.

Tax Rate Calculations

Most county library systems in Kentucky receive funding from local taxing districts. KDLA receives tax assessments from the Revenue Cabinet, computes the allowable tax rates, and then furnishes the information to the libraries so they can set their rate for the coming year. KDLA provided this assistance for all one hundred county library taxing districts.

DMDS Planning

Hunter Information Management, Inc., in its consultant report to KDLA, recommended enhanced document conversion capabilities for KDLA. Vendors are currently being selected for the first phase of the Document Management Digitization System, or DMDS, which the Kentucky General Assembly funded in the 2000 legislative session. DMDS will permit KDLA to respond to growing agency demand for image management services and to digitize incoming paper records in sufficient volume to limit growth of collections, while still meeting long-term archival requirements. After the first phase is in place, KDLA will begin the second phase of DMDS, by establishing a dedicated data archives facility whose functions and resources can be integrated with the Commonwealth's existing archival program.

Electronic Records Working Group Formed

A newly formed Electronic Records Working Group (ERWG) began monthly meetings in May, 2002. Composed of staff from the Kentucky Department for Libraries and Archives, the Governor's Office for Technology, the Office of the Attorney General, and Auditor of Public Accounts, the ERWG provides a forum for discussion of electronic records-related issues affecting Kentucky state and local government agencies. Among the issues the group is currently working on are the development of email management guidelines, use of encryption technology for electronic signatures, and the evaluation of records management software. At its first meeting, the ERWG reviewed the newly revised General Schedule for Electronic and Related Records that was subsequently approved by the State Archives and Records Commission. This was a complete revision of the existing schedule, originally passed in 1988. The new schedule is more detailed in its coverage of the records involved in the administration of electronic systems. KDLA is currently developing training modules to educate agency records officers and information technology personnel in the implementation of the General Schedule for Electronic and Related Records.

State Government Privacy Committee

Public Records staff is working on privacy and records surveys with a group of state agency General Counsels brought together by the Governor's Office for Technology (GOT). This group is to develop, implement, and manage strategic information technology directions, standards, and architecture related to the privacy and confidentiality of data collected and stored by state agencies. The data collection and analysis, when completed before the end of the calendar year, will help validate KDLA information on existing agency systems.

SHRAB Strategic Plan

The Kentucky State Historical Records Advisory Board (SHRAB), which is responsible for coordinating historical records in the Commonwealth, spent the majority of the year working on a strategic plan to further its mission. Completion of the strategic plan will help the SHRAB focus its priorities. Additionally, an approved strategic plan will make it easier for historical records repositories to apply through the SHRAB for grant funds from the National Historical Publications and Records Commission, a federal grants agency.

Appraising Electronic Records Systems

As the volume of electronic records has grown, the process of tracking and appraising all electronic systems has become increasingly less effective. Hunter Information Management, Inc. worked with the Public Records staff on a new strategy of appraising the record-keeping elements of electronic systems. The new approach provides a method of identifying systems that contain long-term records, or archival records, by asking a series of questions about all of the records within organizational units, then evaluating the unit based on the type of records it produces. That appraisal allows KDLA staff to focus on specific electronic systems that come to the archives or that need an agency migration strategy. This promises to provide a means of insuring the preservation of electronic records of archival value.

E-newsletter Created for State Agency Libraries

In an attempt to promote better communication among the state agency libraries and the State Library, the marketing office established a quarterly electronic newsletter, *According to SAL: An e-Newsletter for Kentucky's State Agency Libraries*. Each issue highlights recent developments in State Library services and collections and news briefs from the other state agency libraries.

Library Discussions Via Email

KDLA is in its second year of monitoring two email discussion lists. Kentucky's Youth and Children (KYAC) is devoted to librarians serving children and young adults and has 197 members. The Kentucky Bookmobile and Outreach Services list (KBOS) has seventy-three members who discuss topics relevant to their work. Both discussion lists provide librarians around Kentucky with the opportunity to share ideas, voice concerns, make contacts, and keep abreast of news and upcoming events.

FAST FACTS

- A total of 1,861 searches were performed on D/MAX, the online audiovisual booking system at the State Library. Public library staff booked a total of 696 items using D/MAX.
- 9,354 requests were processed by the State Library Interlibrary Loan Unit (requests both to lend materials from the State Library collections and to borrow materials not owned by the State Library).

- 153,518 non-Online Computer Library Center (OCLC) records were loaded to the Kentucky database at OCLC for resource sharing.
- 5,482 interlibrary loan requests for Kentucky libraries were referred by the State Library to libraries outside of the Southeast region.
- 5,179,676 searches were performed in the forty-three databases licensed through the Kentucky Virtual Library that is partially funded by the State Library.
- State Library-funded Kentucky Union List of Serials processed periodical holdings updates for resource sharing through OCLC from 83 Kentucky institutions, an increase of 18% over last year's number of participants.
- The KDLA website averaged 5,265 hits per day, totaling 1,921,855 hits for the year. The average visitor session lasted over eight minutes and visitors came from more than twenty countries. The most frequently used pages were those for Public Records Services, Kentucky's Vital Statistics Information, Archival References Services and the Kentucky (Library) Job Hotline.
- Public libraries in Kentucky received \$806,428.56 in E-rate discounts this year, with the average discount being about 72%.
- Fifty-six technology alerts were sent to over 130 library directors, board members, and staff.

FINANCIAL SUPPORT/GRANTS

LSTA in Kentucky

The Institute of Museum and Library Services (IMLS), through the Library Services and Technology Act (LSTA), provides federal funding to state libraries to support statewide initiatives and services and to distribute funds to libraries through subgrants. The Kentucky Department for Libraries and Archives is responsible for administering the LSTA in Kentucky. In 1996-1997, KDLA staff members worked closely with the State Advisory Council, composed of members representing public, school, academic, special and institutional libraries and library users, to develop the first Five-Year LSTA Strategic Plan. In FY2002 an evaluation, as required by the IMLS, was performed to determine progress made toward accomplishing the objectives of the plan. The overall review of the Five-Year Plan found that KDLA had used LSTA funds effectively and that all objectives had been accomplished.

In 2002, the FY2003-2007 LSTA Five-Year Plan was completed and approved by IMLS. After conducting a needs assessment of the Commonwealth's present and projected library needs, KDLA identified four categories of needs that are consistent with the purposes of LSTA. Goals and objectives that include what will be done, for whom, how it will be done, and the benefit or outcomes to be achieved, have been developed to address each of the needs categories.

KDLA entered into 146 contracts with grant recipients in 2002 and administered twenty KDLA based statewide grant programs.

Local Records Grants

\$549,999

Provided forty-one grants to local government officials to improve their record-keeping practices and to preserve their information as a strategic resource.

Public Library Facilities Construction Fund **\$1,075,000**

Entered into long-term agreements, through the Public Library Facilities Construction Fund, with twelve local libraries (Bath, Campbell, Elliott, Grant, Greenup, Laurel, Menifee, Metcalfe, Morgan, Pulaski, Robertson, and Wolfe) to assist in retiring debt incurred to renovate or build local library facilities.

State Aid **\$3,709,477**

Provided funds from the state treasury to public libraries for promoting, aiding, and equalizing public library service in Kentucky.

Bookmobile/Outreach Program **\$220,994**

Provided funding for the purchase and repair of bookmobiles and outreach vehicles for public libraries. Twenty-four libraries were awarded a total of \$92,800 for bookmobile repair. Funds totaling \$128,194.00 were used to purchase new bookmobiles or vans for the following counties: Lyon, McCreary, Whitley, Johnson, Boyd, Campbell, Fayette, Bourbon, and Ballard/Carlisle/Livingston.

Institutional Subgrants **\$22,800**

Provided funds in partnership with the Kentucky Department of Corrections to administer and provide library services to the prison population.

LSTA – Federal Funding **\$2,460,900**

Provided federal funding for programs that promote access to learning and information resources in libraries. These federal grants advance two primary goals: to provide technology and support for networking and resource sharing; and to provide service to people in rural and urban areas who have difficulty using a library - with a special emphasis on children in poverty.

Ninety LSTA Subgrants, including:

Library Consortia Support

Provided funding for the continued advocacy and support of resource sharing among all types of libraries to make maximum use of information resources.

Library Consortia Computer Training Labs

Provided computer training events for library staff at three labs located throughout the state.

Continuing Education

Provided funding to promote and coordinate continuing education for public library staff and trustees.

Technology Support for Public Libraries

Provided professional technology support and training for library employees and administrators.

Technology Innovation

Bowling Green - \$3,990 – Provided matching funds to the library to purchase and install a bi-directional satellite on a mobile branch library to provide remote delivery of information and telecommunications to geographic segments of the county service area.

Bullitt County - \$7,500 – Provided matching funds to allow the library to replace telecommunication data lines used for the library's automation system and Internet with a wireless network which increases bandwidth and the speed of service delivery, and also reduces telecommunication costs.

Scott County - \$2,235 – Provided matching funding for a kiosk which supplies library information and connections to selected Internet sites for both the English and Spanish speaking population.

Trimble County - \$1,600 – Provided matching funds for computers containing software for the library's preschool through elementary-aged children to help foster reading readiness, build educational skills, and develop bilingual skills.

Early Childhood

Casey County - \$10,000 – Provided funding for a parenting project, Kids and Reading Enrichment (KARE), which supplied kits consisting of resources, information, books, reading lists, and parenting hints. Parent/child reading activities were offered and a toddler parenting center was created at the library.

Harlan County - \$10,000 – Provided funding to expand children's areas and programming, both in the library and through outreach programs. "Books Build Brighter Babies" kits containing books, crafts, activities, and parental resource kits were distributed.

Collection Management

Provided funding to public libraries for the purpose of selecting, purchasing, and processing of print or non-print materials.

Talking Books

Provided funds for two regional libraries to provide print materials in alternative formats to individuals whose physical disability prevents them from reading print material.

KY Union List of Serials

Provided the Kentucky Union List of Serials (KULS) online for the Kentucky Library Network Online Computer Library Center (KLN OCLC) Group Database.

Library Programming

Carroll County - \$10,000 – Provided funding for a cultural diversity program which allowed the library to build a collection of Spanish and bilingual language materials, maintain deposit collections of materials in two Mexican grocery stores, and provide classes and information on topics such as safe driving, tax preparation, and legal resources.

Clark County - \$10,000 – Provided funding for a partnership program with a local elementary school to increase reading skills, improve school attendance, and provide students with a sense of pride in their Appalachian community by providing programming, literature, videos, and books in Appalachia studies.

Nicholas County - \$5,000 – Provided funding for materials and a part time staff member to organize weekly classes for infant/toddler and preschool story time.

Clay County - \$6,500 – Provided funding for “Project Read” which addresses the literacy needs of new parents, preschool children, and teen moms and their infants.

Fulton County - \$8,500 - Provided funding for a literary arts program targeted to the youth and adult population. The program includes book clubs, reader discussion groups, summer reading program, and workshops.